

Amend Fors 301.04 (e), effective 8/25/06 (document #8710), cited and to read as follows:

Fors 301.04 Application/Licensure Fees. The fees shall be as follows:

(e) The biennial renewal fee shall be \$120.00. The fee for individuals licensed less than 24 months in a biennial renewal period shall be \$5.00 for each month licensed.

Readopt with amendments Fors 401.02, effective 8/25/06 (document #8710), to read as follows:

Fors 401.02 Renewal Notices. Renewal notices shall be sent to each licensed forester one month prior to expiration of his/her license. The expiration date shall be the last day of the license holder's birth month.

Readopt with amendments Fors 403, effective 8/25/06 (document #8710), to read as follows:

PART Fors 403 CONTINUING EDUCATION

Fors 403.01 Basic Requirement.

(a) Each licensee shall obtain at least 20 units of continuing education units each biennium as a condition of biennial license renewal.

(b) All 20 continuing education units shall be taken during the biennium preceding the licensee's expiration date.

(c) A renewal application shall not be accepted for filing unless the licensee indicates on the renewal application, and under penalty of unsworn falsification, that he or she has completed the minimum required units of approved continuing education required by Fors 403.01 (a).

Fors 403.02 Requirements for New Licensees. Persons licensed less than 24 months in a biennial renewal period shall obtain one unit of approved continuing education units for each month licensed up to 20 continuing education units (CEUs) as a condition of license renewal.

Fors 403.03 Continuing Education Unit Requirements. Continuing education units shall meet the following criteria or no credit shall be awarded:

(a) Continuing education activities shall be relevant to the practice of forestry. Such continuing education activities may include technical, ethical, or managerial content;

(b) The content of each presentation shall be well organized and presented in a sequential manner;

(c) There shall be a provision for individual participant course/program

registration including information required for record keeping and reporting; and

(d) Self-directed learning activities shall include a written instrument which tests the licensee's comprehension of the content of that course or program.

Fors 403.04 Continuing Education Units Continuing education units shall be credited as follows:

(a) Two continuing education units shall apply to activity on a state or national board of licensure for each year completed with a maximum of 4 per biennium;

(b) Credit shall be awarded for one continuing education unit for each contact hour for a college level credit course for passing grades when grades are awarded;

(c) Credit shall be awarded for one continuing education unit for each contact hour of a tour or field session;

(d) Credit shall be awarded for one unit of continuing education in course work, seminars, or professional technical presentations at meetings, conventions, or conferences for each hour of attendance. Attendance at qualifying programs presented at professional and/or technical society meetings shall earn continuing education credit for the actual time of each program;

(e) Teaching or instructing qualifying courses or seminars or making presentations at technical meetings shall earn continuing education credit at twice that of participants. Teaching credit shall be valid for teaching a course or seminar for the first time only. Teaching credit shall not apply to full-time educators;

(f) Three hours of self-directed learning activity through the use of media shall equal one continuing education unit;

(g) Each core professional journal, article or published forestry textbook pursuant to Fors 302.02 (f)(1) shall equal 12 continuing education units;

(h) Active participation in professional or technical societies shall equal 2 continuing education units and shall require that a licensee serve as an officer and/or actively participate in a committee of the organization. Continuing education units shall not be earned until each year of service is completed and shall be limited to 4 continuing education units per biennium;

(i) Credit shall be awarded for one continuing education unit per year for volunteers in the New Hampshire tree farm program for certification or inspections and shall be limited to 2 continuing units per biennium;

(j) Continuing education programs approved by the Society of American Foresters (SAF) shall earn continuing education units as assigned by the SAF; and

(k) Continuing education units shall not be recognized for any repeat program attended or completed within the renewal period.

Fors 403.05 Record Keeping.

(a) The licensee shall maintain records to be used to support continuing education units claimed.

(b) Records required shall contain attendance verification records in the form of completion certificates or other documents supporting evidence of attendance such as:

- (1) Signed attendance receipts;
- (2) Paid receipts;
- (3) A copy of a listing of attendees signed by a person sponsoring the course or program or the course/program provider;
- (4) Continuing education verification from the SAF, or
- (5) Certificates of attendance from the sponsoring organization.

(c) The licensee shall retain attendance verification records for a period of at least 4 years. Such documentation shall be made available to the board for random audit and/or verification purposes. Documentation shall support continuing education units claimed. Failure to provide documentation for audit verification shall result in disciplinary action.

(d) Not less than 5% of the licensees shall be randomly selected each year by the board for compliance with Fors. 403.01.

Fors 403.06 Exemption A licensee shall be exempt from the continuing education requirements for serving on temporary active duty in the armed forces of the United States for a period of time exceeding 120 consecutive days in a year.

Fors 403.07 Waiver of Continuing Education Units Deadline

- (a) A licensee may request waiver of continuing education deadlines.
- (b) A waiver shall be granted provided the waiver petition meets the following criteria:
- (1) A petition requesting a waiver shall be filed at least 30 days before the expiration of the biennial continuing education period in question;

(2) Late filing shall be justified by a showing of good cause that includes serious accident, illness or other circumstances beyond the control of the licensee which actually prevents the licensee from satisfying the continuing education requirements;

(3) Relevant supporting documentation from the licensee's physician or medical professional shall be furnished to the board when necessary for a fair and informed determination by the board; and

(4) A waiver petition shall include a specific timetable for completing specific courses, which will meet the petitioner's continuing education units deficiency.

Fors 403.08 Noncompliance. Failure to submit documentation required per Fors 403.05 which establishes that said requirements were so completed, shall after notice and opportunity for hearing, result in disciplinary action including license suspension or revocation unless a waiver petition has been timely filed and duly granted by the board.